

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
25 August - 31 August 1983

I. Items or Events of Major Interest that have Occurred During the  
Preceding Week

A. ETECS Mini-Edit Briefing: On Tuesday, August 30, P&PD representatives briefed the Director, Current Production and Analytic Support (CPAS), DDI on the proposed reconfiguration of ETECS equipment in order to satisfy new and expanding requirements for the Atex Mini-Edit System. The Director/CPAS requested the background information prior to his making a formal request to the DDI for possible transfer of positions and funds to the DDA/OL for the system upgrade.

B. DDI/OCR Support: During the past week, DDI/Office of Central Reference (OCR) requested and received extraordinary support for typesetting and printing a significant number of biographic reports. In order to satisfy numerous requests for biographic information to be used during VIP travels, over 350 reports were produced by P&PD.

C. Support to OL/Supply Division: OL/P&PD personnel exposed over 8000 feet of 16mm motion picture film and 40 rolls of 35mm film of [ ] operations during a recent five day TDY. All film returned from the trip is scheduled to be processed this week.

D. Color Lab Renovation: Prior to completion of the P&PD Color Lab Renovation and the associated modifications to the air handling system, DDA/Safety Staff will conduct an air sampling exercise to be conducted between September 6 and 9. The purpose of this sampling is to determine a reference point for a "before and after" evaluation of the modification.

II. Significant Events Anticipated During the Coming Week

None



C/P&PD/OL

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